



NOTICE OF SOLICITATION

SERIAL 04231 - ROQ

**REQUEST FOR PROPOSAL FOR: JUVENILE DEPENDENCY ATTORNEY SERVICES—OCC II
(NIGP 96149)**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on **January 19, 2005** for the furnishing of the following Maricopa County Proposals which that will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All applications must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 04231, REVIEW OF QUALIFICATIONS FOR JUVENILE DEPENDENCY ATTORNEY SERVICES- OCC (NIGP 96149)."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Review of Qualifications must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER

INQUIRIES:

STAN FISHER
SENIOR PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3274

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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Office of Contract Counsel



Mark W. Kennedy
Contract Administrator

Date: December 27, 2004
To: Prospective Contract Attorneys
From: Stan Fisher, Senior Procurement Consultant, Maricopa County
Re: SOLICITATION FOR 2005, 2006 & 2007 CONTRACT YEARS

Attached is an application and contract package (Serial 04231-ROQ) for the Juvenile Dependency Attorney Service area for a 2005, 2006 & 2007 Indigent Representation contract. ***This is a two and one- quarter (2.25) year contract with options for up to three (3) renewal years at the option of Maricopa County.***

Completing an application is not a commitment that you will accept a contract if one is offered. **However, it is a requirement if you wish to be considered for a contract.** Maricopa County reserves the right to add contractors to this contract as necessary to meet County requirements.

Please complete all sections of the application form, **sign it where indicated**, and **attach a professional writing sample that you personally drafted and a business plan (see attachment) that outlines your ability and availability to perform the contract(s) applied for.** **Complete and sign the contractor section of the agreement page (Maricopa County Contract for Attorney Services).**

Your application must be delivered in a sealed envelope and must be clearly identified with the serial number and the title of this solicitation. You must submit one (1) "original" identified as such and five (5) "copies" of the application and all materials requested for consideration. Applications that do not include all required documents and/or information will be deemed to be non-responsive and **will not be considered for a contract award.** Submit your application packet to:

Stan Fisher
Maricopa County - Materials Management
320 W. Lincoln Street
Phoenix, Arizona 85003

To be eligible for an award, you are required to be a "registered vendor" with Maricopa County. To complete your vendor registration, please see Exhibit 2 "Vendor Registration Procedure". It is important to understand that vendor registration is the responsibility of the applicant.

AWARDS WILL ONLY BE MADE TO INDIVIDUALS. AWARDS WILL NOT BE MADE TO A GROUP OR FIRM OF INDIVIDUALS.

The application deadline is January 19, 2005 at 2:00 P.M., M.S.T. There cannot and will not be any exceptions to this deadline.

If you have any questions about the application process, you can contact me at (602) 506-3274.

SECTION I
GENERAL PROVISIONS

1. DEFINITIONS

As used throughout the Contract, these terms shall have the following meanings unless the context requires otherwise:

- A. Board of Supervisors means the Maricopa County Board of Supervisors.
- B. Billable Time means time spent for the benefit of the Client which substantially advances the case toward conclusion. Billable time may include court time; legal research; interviews of the Client and witnesses; and other reasonable and necessary work required to effectively represent the Client. Billable time does not include, for example, the following:
 - 1. non-substantive motions such as motions to continue, motions to withdraw or time spent reviewing a file prior to moving to withdraw;
 - 2. support services or overhead items that are compensated through Contractor's Contract Rate including such things as secretarial services, typing, leaving messages, mailing letters, using a facsimile machine and photocopying; or
 - 3. activities that do not substantially advance the Client's case such as waiting for meetings, leaving telephone messages, or setting up interviews or meetings.
- C. Client means a person who receives services from Contractor pursuant to an assignment made by OCC.
- D. Contract means this document and all attachments hereto.
- E. Contract Administrator means the agent designated by the County Administrative Officer to develop, administer and monitor the contracts for OCC.
- F. Contractor means the person listed on the Cover Page of the Contract.
- G. County means Maricopa County and is synonymous with OCC.
- H. Credit is one assignment required by the base compensation as provided in Section III (C), Consideration, of the Contract.
- I. Extraordinary compensation means the calculation of additional compensation beyond the base amount provided by contract. Extraordinary compensation must be negotiated between the Contract Administrator and the Contractor, in writing, based on the facts of the individual case and Contractor's overall compensation under the entire contract.
- J. Fiscal Year is coterminous with the County's fiscal year and which is comprised of the twelve consecutive months from July 1 to June 30.
- K. OCC means the Office of Contract Counsel and is synonymous with Maricopa County.
- L. Parties or Party mean OCC, the County, and Contractor as the context requires.
- M. Reimbursable Expenses means expenses which are: (1) reasonable and necessary; (2) for the legal representation of a Client; and (3) approved in advance by the Contract Administrator. "Reimbursable expenses" do not include: (1) items that are compensated through billable time; (2) secretarial expenses; (3) travel within Maricopa County; (4) expenses for stationery, postage, envelopes, transmissions by facsimile, parking and supplies; (5) fees for the issuance of subpoenas charged by the Clerk of the Court; or (6) other items that are

an ordinary cost of doing business including, but not limited to, the transcription of interviews conducted by the contractor or any other person.

- N. Representation means the services that Contractor provides to a Client in a specific legal matter.
- O. Trial means participation in a court hearing designated as such in which witnesses are sworn and testimony is taken to determine the final outcome of the matter. A trial day is 4.5 or more hours of trial time; a half-day is less than 4.5 hours of trial time.

2. TERM

The Contract begins on April 1, 2005 (the "Commencement Date") and expires on June 30, 2007, unless extended, amended or terminated consistent with the provisions of the Contract.

3. RIGHT TO EXTEND CONTRACT

The County may, at its option and with the approval of Contractor, extend the term of the Contract up to a maximum of 3 additional one-year periods. Contractor shall be notified in writing by OCC of the County's intention to extend the contract period at least 30 calendar days prior to the expiration of the original contract period. Nothing herein shall be construed to guarantee that the County will subsequently extend or award a Contract.

4. DEFAULT, SUSPENSION AND TERMINATION

- A. The Contract Administrator may suspend, modify or terminate the Contract upon Contractor's failure to perform, or upon the occurrence of an event that may cause or result in Contractor's failure to perform any requirement of the Contract. Failure of performance shall include failure by Contractor to fulfill the reporting requirements of the Contract. Contractor's contract may be terminated due to economic events that may have an adverse effect on the Office of Contract Counsel's budget. Termination will be based on the applicant's score and the court facility that will have the least impact on the provision of services.
- B. The County may terminate the Contract as follows:
 - 1. No Cause: Upon thirty days written notice to Contractor.
 - 2. For Cause: Immediately upon written notice to Contractor.
- C. Contractor may terminate this contract upon 30 days written notice to the Contract Administrator. Contractor's termination of a contract(s) does not terminate contractor's duty to continue representing those cases/persons assigned to contractor prior to the effective date of termination. See, paragraph 6(D) below.

5. NON-EXCLUSIVE STATUS

OCC may provide the same or similar professional services through persons or firms other than Contractor.

6. CONTRACTOR'S RESPONSIBILITIES

- A. Effective Representation. Contractor shall provide effective legal representation of the Client including, but not limited to, the following:

1. contacting the Client concerning the representation within 48 hours of receipt of a notice of appointment;
 2. maintaining reasonable contact with the Client until the representation ends;
 3. exercising reasonable diligence to notify the Client of necessary court appearances including any court action that arises out of the Client's non-appearance; and
 4. conducting such interviews and investigation as are appropriate.
- B. Accept Assignments. Contractor shall accept all assignments made by the Contract Administrator unless Contractor is not ethically permitted to accept the assignment under the Arizona Rules of Professional Conduct.
- C. Replacement Representation. In the event Contractor becomes unable to complete an assignment and is allowed to withdraw, Contractor immediately shall report the circumstances to OCC so that OCC may appoint replacement counsel. OCC may require Contractor to account for the time Contractor has actually expended and to return any payment for the assignment when appropriate.
- D. Continuing Representation. Contractor has a continuing duty to represent Clients until the court has terminated the representation. Termination of a contract(s) by either the County or the Contractor does not terminate Contractor's duty to provide services in those cases assigned prior to the effective date of termination. The County will not compensate Contractor for services rendered after termination or expiration of the Contract absent extraordinary circumstances.
- E. Removal for Failure of Performance. In the event a Court removes Contractor from representation due to any failure of performance relating to the representation, Contractor shall reimburse the County for any payment made to Contractor relating to the representation and provide a written explanation of the failure of performance.
- F. Determination of Indigency. Contractor shall notify the court and request a re-determination of the Client's status as an indigent if reasonable grounds exist to believe that a Client is not indigent. In the event a court then permits Contractor to withdraw from representation, Contractor may not represent the Client for a fee arising out of that Representation without prior written approval of the Contract Administrator. In the event the court permits Contractor to withdraw from the representation, Contractor shall notify OCC of that order and to report the time expended in the representation of that client.
- G. No Additional Compensation. Contractor may not solicit or accept private or additional compensation of any kind, including attorneys' fees, costs or any other form of present or future compensation, in any matter that relates to or arises out of a pending assignment or representation.
- H. Records and Reports. Contractor shall create and keep detailed and accurate case logs, final disposition records and time sheets of the representation. Contractor will report on a timely basis data and statistics periodically to the Contract Administrator in the manner prescribed by OCC. Failure to submit case logs, final disposition records, and time sheets in the time and manner specified by OCC will result in withholding compensation until the contractor is in compliance. Contractor shall make available for inspection and copying by the County all records and accounts relating to the work performed or the services provided under the Contract except any document that is privileged as an attorney-client communication. Contractor shall safeguard confidential and privileged information in accordance with all applicable laws, rules, standards and regulations.

- I. Cooperation. Contractor shall assist the County in monitoring Contractor's performance of the Contract. Contractor shall cooperate with other OCC contractors and staff and shall carefully plan in order to perform duties under this contract timely and effectively. Contractor shall not commit or permit any act that will interfere with the performance of work by the Contract Administrator, any Contract Attorney or their staffs. Contractor shall notify OCC if any non-contract counsel enters an appearance on behalf of a client.
- J. Vacation Days. Contractor may designate 10 days during each contract year ("Vacation Days") during which no appointments will be accepted; provided, however, that the last 10 days of the contract year may not be designated as Vacation Days unless Contractor has received the total number of assignments authorized pursuant to the Contract. Contractor shall facilitate the orderly scheduling of cases by notifying OCC, in writing, at least 14 days prior to invoking this provision.
- K. Substitute Performance. This is a personal services contract between Contractor and the County. Contractor may substitute performance only: a) through a conflict-free Contract Attorney; and b) with the written consent of the Contract Administrator. No prior substitute performance agreements, verbal or written, are ratified, recognized or accepted by OCC simply because a previous Contract Administrator gave verbal or written consent to such agreements. Any previous consent to such agreements is revoked. Contractor may provide a substitute performance only in the event Contractor is ill, on approved vacation, or otherwise physically unable to appear at any court proceeding. Notwithstanding the foregoing, Contractor shall remain primarily responsible for the performance of the Contract.
- L. Requests for Expenditures. Contractor shall submit for approval by the Contract Administrator all requests for payment of expert witness fees, travel expenses, publication of legal notices, social worker fees, service of process (other than local service), court transcript fees and other reasonable and necessary expenditures. Contractor may not incur any expense for the account of the County without prior approval of the Contract Administrator. Failure to obtain prior approval will result in non-payment for the expenditure and the debt shall become the personal responsibility of the contractor. A copy of the County's approval must be given to the approved experts, transcriptionist, investigators, newspapers, etc. for their billing purposes prior to the commencement of their work. If an approved expert, transcriptionist, investigator or any other person exceeds the OCC-approved amount for the expenditure, OCC is not obligated to pay any such overage and the overage becomes the personal responsibility of the contractor. When billing for reimbursement, receipts for all expenses must be attached. All expenses must be approved by OCC prior to incurring the expense.

OCC will not reimburse Contractor for office supplies, secretarial or other staff services, transcripts of witness interviews or any other type of expense that involves the general cost of doing business including, but not limited to, long-distance telephone calls, unless approved in advance by the Contract Administrator as an extraordinary expense.
- M. Investigators. Contractor shall submit for approval by the Contract Administrator any request for appointment of an investigator. OCC will appoint an investigator from a list of contracted investigators and approve a specific maximum number of billable hours to be expended by the investigator. Contractors cannot designate which investigator he or she may want, to perform investigation services. Any such designation will be done by OCC. Contractor will be responsible for reviewing and certifying the investigator's billings prior to payment by OCC.

In addition, conducting witness interviews arranged by the parties is **not** the responsibility of the investigator. Conducting these interviews is the responsibility of the assigned lawyer unless the lawyer cannot be present due to illness or other unforeseen emergency. Then, and only then, will investigators be permitted to bill for the time spent conducting these interviews.

- N. Mitigation Specialists. Not applicable.
- O. Appointment of Interpreters. Interpreters from the Office of Court Interpreters will be used for non-English-speaking Clients as necessary for all court proceedings and out-of-court matters.
- P. Requests for Court Orders. Any request made of any Court for an order directing any action or payment by OCC or Maricopa County must be served upon the Contract Administrator in compliance with the Rules of Civil Procedure regarding notice of motions.
- Q. Compliance with Law. Contractor will comply with all laws, including rules and regulations of all governmental accrediting and regulatory authorities, including the State of Arizona, relating to the licensure and regulation of attorneys. In the event that contractor is suspended by the Arizona Supreme Court, on an interim or other basis, contractor must notify OCC immediately. Failure to give such notice will result in termination of contractor's contract(s).
- R. Technological Equipment. Contractor must possess the following:
 - 1. Desktop or laptop computer;
 - 2. Microsoft Windows Word, Excel and Adobe Reader;
 - 3. E-mail address; and
 - 4. Pager and/or cell phone.
- S. Court Orders for additional compensation. In the event that a contractor files a motion with any Court for additional compensation that otherwise would not be covered under the contract, contractor must timely serve a copy of the motion upon OCC in compliance with the Rules of Civil Procedure regarding notice of motions. Failure to give OCC notice of a motion for additional compensation on a timely basis will result in either suspension or termination of the contract.
- T. Monthly Case Logs. All logs must be returned by mail, or by the Internet if operational, to OCC by the designated date. This information includes all changes to case dispositions, hours-to-date and possible credits. Failure to submit Case Logs by the designated date will result in the withholding of contractor's monthly contract payment, or other payments made by the department on a case-by-case basis, until such documentation is submitted.
- U. Billing period. Any case reported to OCC that is six (6) months old or older from the date of appointment will not be compensated by OCC. In addition, no service performed by contractor that is six (6) months old or older will be paid by OCC. Such claims must be submitted to the Office of County Counsel of the Maricopa County Attorney's Office.
- V. Attorney Complaints. Any complaint about a contractor will be forwarded to contractor with a request for a response to the complaint. The contractor must respond to the complaint in writing within 10 days and submit a copy of the response to OCC.

7. AVAILABILITY OF FUNDS

Contractor and the County acknowledge that the continuation of any contract after the close of the County's fiscal year (on June 30 of each year) is contingent upon the approval of a County budget that identifies such contract as an authorized expenditure. The County does not represent that any budget item will be actually adopted. The approval of contract funding is the exclusive province of the County Board of Supervisors at the time of the adoption of the County's annual budget.

8. INDEPENDENT CONTRACTOR

- A. Contractor's relationship to the County shall be as an independent contractor and not as an employee.
- B. This contract does not constitute, create, give rise to or otherwise recognize a joint venture, partnership, agency or employment relationship. The rights and obligations of the Parties shall be only those expressly set forth in the Contract.
- C. No persons supplied by Contractor in the performance of obligations under the Contract are considered to be County employees, and no rights of County civil service, retirement or personnel rules accrue for the benefit of such persons. Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement withholdings, worker's compensation, other employee benefits and all taxes and premiums relating to such persons, and shall save and hold the County harmless with respect to those obligations in the event of a claim for one or more of them is brought against Maricopa County.

9. RIGHTS IN DATA

The County shall have the use of data and reports resulting from the Contract without cost or other restriction. The County shall have complete discretion to create or prepare reports or compilations of data relating to the Contract. The data and reports or compilations of data are public records under Arizona law.

10. MALPRACTICE INSURANCE

- A. Contractor will provide to the Contract Administrator a declarations page for a current certificate of insurance for errors and omissions (professional malpractice) coverage in an amount not less than \$250,000 /\$500,000. Errors and omissions insurance must remain in force during the entire term of the Contract. In the event Contractor's insurance is terminated or suspended, Contractor shall immediately notify the Contract Administrator. Failure to provide proof of errors and omissions coverage during any period of the contract shall result in its termination. Proof of errors and omissions coverage is due on the first day of the second month of the effective date of the contract.
- B. Contractor shall not be entitled to coverage or costs of defense from County or its Self-Insurance Trust from liability or other claims arising from the Contractor's performance under the Contract.
- C. Contractor agrees to indemnify the County and hold it harmless from any claim that may arise from Contractor's performance of the Contract.

11. AMENDMENTS

All amendments to the Contract must be in writing, signed by both Parties, and approved by the Maricopa County Board of Supervisors. In the event Contractor becomes temporarily unable to perform the Contract, the Contract Administrator and Contractor shall make reasonable efforts to temporarily suspend payment under the Contract.

12. STRICT COMPLIANCE

Acceptance by OCC of a performance that is not in strict compliance with the terms of the Contract shall not be deemed to be a waiver of any term including strict compliance with all other terms.

13. LAWS, RULES AND REGULATIONS

Performance under the Contract shall be accomplished in conformity with all applicable laws, ordinances, rules, regulations, and zoning restrictions.

14. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Contractor, in the performance of the Contract, will not discriminate against any person based on race, religion, sex, national origin, or disability.

15. RETENTION AND ADEQUACY OF RECORDS

Contractor agrees to retain all books, records, and other documents relevant to the Contract for six (6) years after final payment or until after the resolution of any audit questions, whichever is longer. County, state or federal auditors, and any other persons duly authorized by the County, shall have full access to, and the right to examine, copy and make use of all such materials.

OCC will not pay for costs associated with the transmission, transport, delivery or storage of any records or files relating to, or arising from, this contract.

16. AUDIT AND AUDIT DISALLOWANCES

Contractor shall reimburse the County for any service or expenditure that is not sufficiently documented in Contractor's files, books, records and other documents. In the event the County disallows any payment or request for payment pursuant to this section, OCC shall notify Contractor in writing of the disallowance and the required course of action relating to the disallowance. OCC may recover from Contractor any sums due through an action at law or as a setoff or counterclaim.

17. DISPUTES

Except as otherwise provided by law, any dispute arising under the Contract shall be processed according to the procedures identified in the Maricopa County Procurement Code, Section MC1-906.

18. WAIVER OF CLAIMS

- A. Contractor accepts the compensation provided in the Contract in lieu of any other claim, demand, request or payment for the services that Contractor provides pursuant to the Contract.
- B. Contractor's obligations, including the duty of continuing representation, under this section shall survive the termination or expiration of the Contract.
- C. Any dispute concerning the reasonableness or adequacy of the compensation under the Contract shall be resolved by reference to the value of the Contract as a whole and not by reference to a single case or to a portion of the cases that Contractor has performed under the Contract. The value of the Contract as a whole shall be determined by reference to the following factors:
 - 1. The County's average cost per case for all the services provided by Contractor under the Contract, compared to the County's average cost per case for the same services performed by the Legal Defender, Legal Advocate and other Contract Attorneys;
 - 2. The County's average cost per hour of services provided by Contractor under the Contract, compared to the County's average cost per hour for the same services performed by the Legal Defender, Legal Advocate and other Contract Attorneys; and
 - 3. Contractor's average hours per case, compared to the average hours per case for the same services performed by the Legal Defender, Legal Advocate and other Contract Attorneys.
- D. This section is not severable, in whole or in part, from any other provision of the Contract. In the event any portion of the Contract is construed as invalid or unenforceable, the Contract may be terminated in the sole discretion of the Contract Administrator.

19. GOVERNING LAWS

The Contract shall be governed and construed in accordance with the laws of the State of Arizona. Any action to enforce or interpret the Contract shall be litigated in the Maricopa County Superior Court only after the exhaustion of administrative remedies.

20. FURTHER ASSURANCES AND CORRECTIVE INSTRUMENTS

The Parties will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, any corrective instruments as may be reasonably necessary to carry out the intent of the Contract.

21. COMPLIANCE WITH APPLICABLE LAWS

The Parties shall use reasonable efforts to comply with all applicable federal and state laws, rules and regulations.

22. NOTICE

All notices, demands and other communications to be given or delivered pursuant to the Contract shall be in writing and shall be deemed delivered upon one of the following events:

- A. personal delivery;
- B. one (1) business day from confirmed the transmission by telecopier; or
- C. three (3) business days from deposit in the United States mail, registered or certified mail, return receipt requested, and postage prepaid to the Notice Address or to the last known address of the Party who is to be given notice.

23. RULES OF CONSTRUCTION

- A. Incorporation of Definitions, Recitals and Exhibits. The Parties acknowledge the accuracy of the definitions and recitals set forth in the Contract. All exhibits to the Contract are incorporated into the Contract as if set out verbatim.
- B. Merger. All prior and contemporaneous contracts, agreements, statements (written or spoken) and understandings with respect to the subject matter of the Contract, if any, among the Parties, or their agents, are merged into the Contract, and the Contract shall constitute the entire agreement among the Parties.
- C. Successors. The Contract shall be binding upon and inure to the benefit of, and shall be enforceable by, the successors, assignees and transferees of the Parties.
- D. Third-Party Beneficiaries - No Rights Conferred on Others. Any person who is entitled to indemnity (i) by the terms of the Contract or (ii) by operation of law, is a third-party beneficiary of the Contract to the extent only that such status is necessary to fulfill or enforce the indemnification.
- E. Severability - Blue Pencil. Each provision of the Contract shall be construed to preserve its validity and enforceability to the extent possible. If any provision of the Contract is declared void, invalid or unenforceable, the Party who would have enforced the provision may elect whether the provision shall be (i) modified to the extent necessary to make it valid and enforceable or (ii) excluded from the Contract.
- F. Remedies Cumulative. Any remedy in the Contract is cumulative and is not exclusive of any other remedy nor does it limit any other legal or equitable remedy that may be available to any Party.

24. MISCELLANEOUS

- A. Process Server.
OCC has purchase agreements with E-Z Messenger and Frontier Attorney Services. Once contractor has a subpoena issued by the Clerk of the Court, contractor may give it directly to one of the firms for service without pre-approval by OCC. Contractor must use the appropriate form so that these firms know to invoice OCC directly.
- B. Court Reporters.
Only Appellate and Post-Conviction relief transcripts are paid automatically by OCC. Any other use of court reporters or transcriptionists must be approved beforehand by a Request for Expenditure of Funds. It is the contractor's

responsibility to deliver the approval to the appropriate vendor. As a general rule, when requesting transcripts during a trial (to impeach a witness, etc.), it should be made clear to the court reporter that you alone are requesting a transcript of the testimony and that OCC will pay \$2.50 per page for the original only and an additional \$0.30 per page for one copy. If a motion for retrial is granted, the parties should share the cost of the transcript of original trial. OCC encourages you to bring this to the court's attention. RUSH (w/in 5 days) and EXPEDITED (w/in 10 days) transcription requests are strongly discouraged. OCC requires that contractor justify such requests with an explanation of why this expense was unavoidable. If the necessity for rush service is the result of delay on contractor's part, contractor will be required to pay the premium rate differential to the court reporter.

C. Audio and Video Tape Transcription.

Currently, the only approved contract vendor for audio- and videotape transcription is Copperstate Reporting. It is the responsibility of each contractor to deliver the tapes in time to take advantage of the regular delivery page rate. The expedited delivery and rush delivery rates will not be approved absent unforeseen and extraordinary circumstances.

D. Travel.

All travel for contractors, witnesses or experts must be pre-approved and scheduled through OCC. If a car rental is necessary, OCC will ask that contractor supply OCC with contractor's credit card information so that a vehicle may be reserved for contractor. OCC will work with contractor to make these arrangements.

E. Identification Badges.

Identification badges are to be used only to ensure that clients and their family members are aware of your authority to act in an appointed capacity. These badges are not to be used for security bypass in the Superior Court or for any other purpose. They are available to contract counsel at no charge. Please contact OCC at 602/506-7228 to arrange for an identification badge.

F. Change of Address/Firm.

Contractor must notify OCC promptly in writing of any changes to business name, legal entity, telephone number, e-mail address and business address. If contractor's conducts contract-related business using a new legal entity or business name, any existing contract(s) must be modified to reflect such a change. In addition, contractor's business address is a material term of the contract and will directly effect where payments are mailed.

G. Weapons policy.

No weapons, loaded or unloaded, props or real, are to be brought into any courthouse buildings. There are security lockers for storage of these items in the court buildings. If you have questions regarding this policy, call Court Administration at (602) 506-3070.

H. Contractor Residential and Business Locations.

Due to the nature of our business, OCC cannot contract with an individual who resides or whose business is located is outside of Maricopa County.

SECTION II
WORK STATEMENT

1. **EFFECT**

This Work Statement controls over any conflict with the General Provisions or Consideration sections of this contract.

2. **DUTIES**

- A. In addition to the duties specified in Section I, Contractor shall provide legal services, as assigned, to children, parents or other parties in dependency and severance proceedings in the Juvenile Court of Maricopa County. Contractor also shall serve as *guardian ad litem* as assigned (the "GAL Assignment") to children, parents and other parties in dependency and severance cases in the Juvenile Court of Maricopa County.
- B. Contractor shall accept all case assignments whether the client is a parent or child unless ethically prohibited from accepting the assignment.
- C. Contractor is responsible for complying with the Juvenile G.A.L. Performance Guidelines promulgated by the Maricopa County Superior Court – Juvenile Division which are attached hereto as Exhibit 1 and incorporated herein by reference.

3. **ASSIGNMENT OF CASES**

- A. OCC will credit Contractor with one credit for each assigned client not to exceed a **retroactive** total of 125 cases pending at a given time. See breakdown of payments and credits in Section III, Consideration.
- B. Should a dependency petition be filed from a Special Advocacy matter, an attorney appointed to the Special Advocacy matter will also be appointed to the dependency matter **only** if the Special Advocate has a dependency contract.
- C. In the event that the Special Advocate does **not** have a dependency contract, OCC will then provide a dependency contractor to represent the client through the dependency proceedings.
- D. Should the dependency matter be dismissed and the case returned to a Special Advocacy matter, the original Special Advocate will be reassigned to the matter without additional compensation if the case reverts within twelve (12) months from the original date of appointment to the Special Advocacy matter.
- E. Should a dependency matter be refiled within twelve (12) months from the date of appointment to the original dependency, the original attorney or GAL will be re-appointed to the matter without additional compensation.
- F. Certification payments are due only upon the occurrence of the following events **within one fiscal year**:
 - 1. Contractor represents a client in an open case in which the Court has entered a finding of dependency;
 - 2. Contractor's representation has continued into a fiscal year subsequent to the fiscal year in which the court made the dependency finding;

3. Contractor has appeared in person or telephonically before a Court, Foster Care Review Board, or CPS Staffing with respect to the case; and
4. Contractor has submitted an invoice to OCC along with a copy of a minute entry or other suitable documentation establishing Contractor's appearance in the case.

4. **DEPENDENCY AND SEVERANCE MATTERS; MODEL COURT**

This contract addresses the needs of those dependency and severance matters that are consolidated pursuant to the model adopted by the Maricopa County Juvenile Court in 1999 ("Model Court"). Model Court allows dependency matters to progress to severance within a consolidated case. Contractor shall follow consolidated cases through to conclusion.

5. **EXTRAORDINARY CASES**

Contractor may petition the Contract Administrator for additional compensation for any assignment that requires Contractor to expend an extraordinary amount of time. The Contract Administrator may postpone a determination as to the extraordinary nature of the case, or the amount of additional compensation, until the Contractor has completed the matter. Additional compensation must be negotiated between the Contract Administrator and the Contractor, in writing, based on the facts of the individual case and Contractor's overall compensation under the entire contract. Verbal agreements to pay extraordinary compensation that are not reduced to writing within five (5) business days will be of no force or effect.

6. **CERTIFIED MATTERS**

A. **Parent Certification.** Contractor will certify at the beginning of each contract year, by name and case number, each matter in which Contractor is *guardian ad litem* or attorney that meets all of the following criteria:

1. Contractor's client is a parent whose children have been found dependent prior to July 1st;
2. The Court has scheduled a report and review hearing in the matter; and
3. The Contractor has not withdrawn as counsel of record for the client.

B. **Child Certification.** Contractor will certify at the beginning of each contract year, by name and case number, each matter in which Contractor is *guardian ad litem* or attorney that meets all of the following criteria:

1. All children who Contractor represents have been found dependent as to all parents of the children prior to July 1st;
2. The Court has scheduled a report and review hearing in the matter; and
3. The Contractor has not withdrawn as counsel of record for the client(s).

7. **DE MINIMUS REPRESENTATION; TERMINATION BY COURT**

OCC will not compensate Contractor in any matter in which any of the following apply:

- A. The Court has terminated Contractor's representation of the client or the client has retained private counsel; or
- B. The Court has requested OCC to substitute another OCC Contractor; and
- C. Contractor has expended less than eight (8) billable hours in the matter.

8. DESIGNATED LOCATION; CHANGE AND TRANSFERS

Contractor may be assigned cases at the location for which Contractor has indicated a preference (the "Designated Location"). Contractor's duties shall continue with respect to any matter even if the matter is transferred from the Designated Location. In its sole discretion, OCC may:

- A. Assign up to 10 percent of Contractor's total assignments to a location other than the Designated Location; or
- B. With respect to all of Contractor's assignments, OCC may change Contractor's Designated Location upon 30 days written notice to Contractor.

9. SPECIAL CONTINUING EDUCATION DUTIES

Contractor shall provide the Contract Administrator with proof that Contractor has attended at least three hours of continuing legal education in the area of juvenile law and/or procedure during each year of the term of this Contract.

10. NOTICE OF APPEAL

- A. Trial counsel shall notify the Office of Contract Counsel by facsimile or electronic mail of counsel's intention to file a Notice of Appeal prior to its filing. The Office of Contract Counsel will then assign appellate counsel from its list of Juvenile Appeals Contractors and notify the trial court and trial counsel of the assignment.
- B. Trial counsel then shall file a motion to withdraw as counsel of record at the same time as filing the Notice of Appeal. The motion to withdraw shall contain the name of appellate counsel assigned by the Office of Contract Counsel.

Section III
CONSIDERATION

1. COMPENSATION

This section specifies the amount of compensation that OCC will pay Contractor for the services provided pursuant to this contract.

- A. If a Contractor withdraws or is withdrawn from a case, Contractor must have worked at least eight (8) hours on the case in order to receive credit for the assignment.
- B. When a severance case assigned under this contract proceeds to trial, in addition to the Base Compensation, contractor will be paid a trial per diem rate up to a maximum aggregate payment of \$4,500.00 computed as follows:
 - 1. \$450.00 for each full day of trial (4.5 hours or more in session) or;
 - 2. \$225.00 for each half-day of trial (less than 4.5 hours in session).
- C. Contractor must submit an original *Invoice in Support of Request for Warrant* using the form prescribed by the County for payment at other than the base rate under this contract. Invoices submitted more than six (6) months after the date of the appointment must be submitted to the Maricopa County Attorney's Office, Division of County Counsel, as a claim against Maricopa County.
- D. If the Contractor terminates the contract prior to its expiration, Contractor will be responsible for the completion of all cases assigned to him/her prior to the termination at the same rate the Contractor was previously compensated. If any assigned clients receive additional petitions with one hundred and twenty (120) days after termination of the contract, OCC will assign the new petition(s) to Contractor.
- E. This is a two and one-quarter (2.25) year contract with the first period defined as April 1, 2005 through June 30, 2005; the second period defined as July 1, 2005 through June 30, 2006; and the third period defined as July 1, 2006 through June 30, 2007.
- F. This contract does not guarantee any case assignments or compensation.

2. METHOD OF PAYMENT

- A. The parties shall calculate Contractor's Base Compensation in accordance with the following Schedule of Services and Fees:
 - 1. Attorneys and GALs shall be paid \$1,000.00 for all pre-severance matters regardless of the nature of the assignment;
 - 2. Attorneys and GALs shall be paid \$750.00 for all severance and adoption/guardianship matters regardless of the nature of the assignment; and
 - 3. An annual certification fee of \$250.00 for every year thereafter that a case remains active and the subject of review by a Superior Court judicial officer.
- B. Subject to the availability of funds and its best efforts, OCC will process and remit to the Contractor a warrant for payment on the third Friday of each month during the term of the contract.
 - 1. The first payment of the contract term will be made in May 2005.
 - 2. Payment will be based on the number of actual case credits assigned to the Contractor during the previous month. A Contractor's logs must be received by OCC by the date designated by OCC. Those Contractors who do not submit their logs by the designated date will not be paid until the month following the receipt of the Contractors' logs.

3. The final payment of the contract term will be paid in July of the following fiscal year.

3. **TAXES AND BENEFITS**

Contractor assumes sole and exclusive responsibility for payment of any federal and state income taxes, federal social security taxes, unemployment insurance benefits, worker's compensation and other mandatory governmental obligations, if any, and any pension or retirement program. Contractor agrees to indemnify and hold the County harmless for any and all liability that the County may incur because of Contractor's failure to pay such taxes or obligations, including any liability for any such taxes or obligations.



Maricopa County Contract for Attorney Services
Application for Indigent Representation
Office of Contract Counsel
Submit Applications to:
Materials Management
320 W. Lincoln St.
Phoenix, AZ. 85003

SERIAL 04231 - ROQ

Please complete a separate application for each type of contract for which you are applying. This application is for the following contract (check only one):

JUVENILE CONTRACTS

- ☐ Juvenile Delinquency: Circle one
SEF or Durango
- ☐ Juvenile Dependency: Circle one
SEF or Durango
- ☐ Juvenile Appeals
- ☐ Special Advocacy
Includes: DR, CV, CR, PB, JN, FC, etc.
- ☐ Juvenile Drug Court: Circle one
SEF or Durango

ADULT CONTRACTS

- ☐ Adult Felony: Circle one
SEF or Downtown
- ☐ Homicide
- ☐ Adult Appeals/PCR
- ☐ **(Probate Only)** Quadrant 1 2 3 4
Indicate Preferred Quadrant, by circling preference(s).
- ☐ Mental Health _____

PREFERENCE:

- ☐ Juvenile Contracts ☐ Adult Contracts

NOTE: Please indicate the contract you wish to apply for in the above box by checking the appropriate box. If you wish to rank your order of preference for this contract, please rank it on the line provided next to the contract type. If a preference for a facility is not indicated on application, one may be assigned to you. Additionally, OCC no longer allows contractors hold to both juvenile and adult contracts. Please check one of the above boxes under **Preference** indicating your preference. If a preference is not checked this may result in a non-recommendation for award of contract.

GENERAL INFORMATION

Contract Number _____

Located in the upper left corner of contract signature page.

Social Security Number _____

Last Name _____

First Name _____

Business Address _____

City _____ Zip _____

Business Phone _____ Fax Number _____

Home Phone _____ Pager/Cell _____

E-mail Address _____

Mandatory

GENERAL INSTRUCTIONS

- Type or print in black ink this application in its entirety.
- Specify Contract Number for which you are applying. (Note: a **separate** application must be submitted for each contract.
- Sign the form; please note that all information given is subject to verification.
- Submit the completed application by the closing date noted on the bid solicitation.
- Retain a copy of this application for your records. Once submitted, copies will not be provided to applicants.

FILL OUT ACCORDINGLY

Are you currently employed by Maricopa County/ Superior Courts YES ☐ NO ☐

Have you ever worked for Maricopa County/Superior Courts YES ☐ NO ☐

Are you currently licensed to practice law in Arizona? YES ☐ NO ☐ State Bar ID: _____

Bar admissions and dates _____

Firm Name _____ Federal Tax ID No. _____

Please list associates and/or partners _____

Have you ever been denied admission to the Bar of any state? _____

Has a charge of professional misconduct ever been made against you with a state bar in any jurisdiction? If so, provide details, including date and resolution.

List, describe and provide the date of any sanctions imposed upon you by any court for violation for any rule, procedure, or for any other impropriety: -

What other public contracts do you currently hold, or will you seek during this contract period. (If Maricopa County awards you a contract, you will be required to maintain a current statement of other contracts simultaneously held.)

EDUCATION

College/University	Dates	Type of Degree	Degree Awarded
Law School attended	Dates	Type of Degree	Degree Awarded

List your three most current CLE courses: _____

Driver's Licenses, Professional Licenses, Certifications and Registrations

Type(s)	Lic/Reg. #	Exp. Date	State of Insurance

Skill in languages other than English

Language(s)	Check elements attained for each language		
	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak

MEMBERSHIP AND ACTIVITIES IN PROFESSIONAL ORGANIZATIONS

MEMBERSHIP/ORGANIZATION	ACTIVITIES	TOTAL YEARS

WORK HISTORY

Please describe chronologically your law practice and experience since your graduation from law school.
FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN DISQUALIFICATION.

Current/Last Employer _____ Kind of
Business: _____

Address: _____ Phone
Number _____

Your job title _____ Supervisor's
Name _____

From ____/____ Full-Time ☐ Part-Time ☐ # of hours worked per
week _____
Month Year

Duties and Responsibilities

Previous Employer _____ Kind of
Business: _____

Address: _____ Phone
Number _____

Your job title _____ Supervisor's
Name _____

From ____/____ Full-Time ☐ Part-Time ☐ # of hours worked per
week _____
Month Year

Duties and Responsibilities

If needed, attach additional sheets, using the same format as this application.

WORK HISTORY

Please describe chronologically your law practice and experience since your graduation from law school.
FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN DISQUALIFICATION.

Previous Employer _____ Kind of
Business: _____

Address: _____ Phone
Number _____

Your job title _____ Supervisor's
Name _____

From ____/____ Full-Time ☐ Part-Time ☐ # of hours worked per
week _____
Month Year

Duties and Responsibilities

Previous Employer _____ Kind of
Business: _____

Address: _____ Phone
Number _____

Your job title _____ Supervisor's
Name _____

From ____/____ Full-Time ☐ Part-Time ☐ # of hours worked per
week _____
Month Year

Duties and Responsibilities

If needed, attach additional sheets, using the same format as this application.

Describe the nature of your law practice and any specialties in which you have been certified by the Arizona State Bar:_____.

- a. What percentage of your practice consists of litigation in:
Civil _____ Criminal/Delinquency _____ Probate _____ Mental Health _____
- b. What percentage of your court appearances are in:
Federal Court _____ Superior Court _____ Justice Courts _____ Regional Court Centers _____ City Courts _____
- c. In the last three years:
How many juries have you tried to verdict? _____
How many trials to the Court? _____
How many appeals have you written and argued? _____

The following information on this page is being compiled by the Maricopa County Materials Management Department to comply with applicable federal and state regulations to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is CONFIDENTIAL.

Date of Birth _____ month day year	Disabled? <input type="checkbox"/> YES <input type="checkbox"/> NO	How did you first learn of this contract? <input type="checkbox"/> Newspaper <input type="checkbox"/> Contract Announcement posted in the Maricopa County Materials Management Department. <input type="checkbox"/> From a County Employee <input type="checkbox"/> Internet/Intranet <input type="checkbox"/> Other
Ethnic Category <input type="checkbox"/> White (Not of Hispanic Origin) <input type="checkbox"/> Black (Not of Hispanic Origin) <input type="checkbox"/> Hispanic	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Vendor Classification <input type="checkbox"/> Vendor (any individual, company, corporation or other entity potentially able to provide any commodity or service to the county). <input type="checkbox"/> Non-Registered Vendor (a vendor who has not registered, through Materials Management, and does not have a County

NOTE: Maricopa County has entered into an agreement with the City of Phoenix for M/WBE Certifications services.

The list of Certified M/WBE Businesses is generated and maintained by the City of Phoenix. Do not call the city directly regarding M/WBE vendors. Direct your calls to either MCDOT or Materials Management.

I certify all information given by me in this application is true. I authorize Maricopa County and the Office of Contract Counsel to verify the information provided and realize that false information (misrepresentation or omission of information called for) is a basis for disqualification or dismissal. I have read the contract and agree to the conditions established therein. I authorize Maricopa County and the Office of Contract Counsel in Maricopa County to contact current and previous employers if I am one of the top candidates. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

has a County Contract and may automatically be given County business without a competitive process in accordance with the Procurement Code).

☐ Contract Vendor (a vendor who has registered, through Materials Management, and has a County Vendor Number. This vendor has also been awarded a contract in accordance with the Procurement Code, to provide specific commodities or services to the County. A contract number is associated with this procurement. This vendor shall be utilized for specific purchases unless prior authorization is received from the Department of Materials Management).

☐ M/WBE Vendor (a vendor whose company is owned and operated by a Minority or Woman).

☐ M/WBE Certified Vendor (a vendor who qualifies as a Certified Minority or Woman Owned Business. This vendor must appear on the M/WBE listing provided by MCDOT in order for the County to recognize this status).

☐ M/WBE Certified and Registered Vendor (a vendor who qualifies as a Certified Minority or Woman Owned Business. This vendor must appear on the M/WBE listing provided by MCDOT in order for the County to recognize this status. This vendor also has a County Vendor Number. N/WBE Certification does not substitute for the requirement of being registered as a vendor with the County).

Sign: _____ Date: _____

Contract No.:04231-ROQ	Contract Type: Variable Cost
Contract Amount: \$ Schedule Fee	Purpose: Juvenile Dependency – SEF or DUR
Budget Code: 100-560-5673	Contractor TIN/SSN:
Start Date: April 1, 2005	Expiration Date: June 30, 2007

This contract is entered into by and between _____,
(Applicant's name)

licensed attorney(s) in the State of Arizona, referred to hereinafter as Contractor, and Maricopa County, Office of Contract Counsel, referred to hereinafter as OCC. The Contractor, for and in consideration of the covenants and conditions set forth herein, shall provide and perform the services as set forth below. All rights and obligations of the parties shall be governed by the terms of this document, its exhibits, attachments and appendices, including any subcontractors or amendments as forth herein and in:

Section I – General Provisions

Section II – Work Statement

Section III - Consideration

This contract contains all of the terms and conditions agreed to by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto. Nothing in this Contract shall be construed as consent to be sued or as waiver of any defense in a suit brought against the State of Arizona, Maricopa County, Office of Contract Counsel or Contractor in any State, or Federal Court.

Legal notice under this Contract shall be given by personal delivery, or by registered or certified mail, to the addresses set forth below and shall be effective upon deposit in the mail, postage pre-paid, and addressed as provided below.

Notice to Contractor: _____ Phone: _____

Address: _____

Notice to Maricopa County: Materials Management

Address: 320 W. Lincoln, Phoenix • AZ. 85003

Phone: (602)506-3967

IN WITNESS WHEREOF, the parties enter into this Contract:

CONTRACTOR

**MARICOPA COUNTY
BOARD OF SUPERVISORS**

BY: _____
Signature

BY: _____
Chairman

BY: _____
Signature

Attest: _____
Clerk of the Board

Type or Print Attorney's or Firm Name

Approved as to form:

Maricopa County Attorney Date

BUSINESS PLAN

NOTE: All of the questions below must be fully answered. Any questions not answered may result in disqualification.

SECTION ONEDESCRIPTION OF THE BUSINESS

Question 1. What is the status of the business? Select sub-sections a, b, c or d below and answer the series of questions associated with that sub-section.

a.) ☐ Start-up

1. Why will you succeed in this business?

2. What is your experience in this business?

3. What will be special about your business?

b.) ☐ Expansion

1. How will you effectively manage the expansion of your business?

2. Into what areas are you expanding your business?

c.) ☐ Takeover

1. When and by whom was the business founded?

2. Why is (did) the owner selling it?

3. If the business is not succeeding, why? How can you make it more successful?

4. How will your management make the business more profitable?

d.) ☐ Existing

1. What action are you taking to improve your business?

2. What do you expect of your existing business?

Question 2. Why is your business going to be profitable (or continue to grow)?

Question 3. When will (did) your business open?

month year

SECTION TWO

PRODUCT/SERVICE

Question 4. How do your services differ from your competitors?

Question 5. If your service line is not special, why should Maricopa County award you a contract?

Question 6. What benefits do your clients think they receive from your services?

Question 7. What service benefits does your company have that would cause make Maricopa County Office of Contract Counsel to award your business a contract?

SECTION THREE

S.W.O.T ANALYSIS

Question 8. Define the strengths of your business. A strength is something a company is good at doing or a characteristic that gives it enhanced competitiveness.

Question 9. Define the weaknesses of your business. A weakness is something a company lacks or does poorly or a condition that puts it at a disadvantage.

Question 10. Define the opportunities of your business. An opportunity is something a company uses to shape its strategy.

Question 11. Define the threats to your business. A threat is something a company is faced with in its external environment that poses a threat to its profitability and competitive well-being.

Maricopa County Contract for Attorney Services
Exhibit 1
Guidelines

JUVENILE GAL PERFORMANCE



MISSION STATEMENT
TO ESTABLISH PROPOSED BASIC PERFORMANCE STANDARDS FOR ATTORNEYS AS COURT-APPOINTED GUARDIAN AD LITEM'S (GAL'S) IN ALL JUVENILE COURT PROCEEDINGS.

2. ROLE OF ATTORNEY AS COURT-APPOINTED GAL IN JUVENILE PROCEEDINGS

A. Independent Legal Advocate

A lawyer appointed as GAL is an officer of the court appointed to act as an independent legal advocate for the child's best interest. Unlike the child's court-appointed attorney, the GAL is not bound by the child's expressed preferences.

B. Represents Child's Best Interests

A lawyer appointed as GAL for a child is expected to perform legal functions on behalf of the child's best interests, to participate in the proceedings to the degree necessary to represent the child's best interests and to make recommendations to the court concerning the child's welfare.

C. Not A Witness

As the legal representative of the child's best interests, the GAL may not be called to testify as a witness.



Maricopa County Contract for Attorney Services
Exhibit 1
Guidelines

3. **INITIAL DUTIES OF ATTORNEY APPOINTED AS GAL FOR A CHILD IN JUVENILE PROCEEDINGS**

A. Review of All Legal Documents, Reports and Information regarding child

As soon as possible after appointment, the GAL should obtain copies of all pleadings, notices, reports and the address and telephone number of the child. In addition, the GAL shall interview the child and other relevant persons, such as relatives and therapists, to ascertain the child's best interests and the facts and circumstances of the child.

B. Meet with the Child Personally



As soon as possible after appointment, the GAL shall personally meet with the child and shall:

1. Advise the child of the GAL'S role.
2. Advise the child that communication between the GAL and the child is not privileged and that the GAL may report anything the child says to the court or other interested parties.
3. Provide his/her telephone number and address
4. Advise that the GAL is available for discussion/meeting at the child's request.
5. In terms the child can understand, the GAL shall inform the child about the nature of the proceedings, the GAL'S role and the possible outcomes.
6. Identify issues that are of concern to the child, the GAL, the placement, parents and any other interested parties.
7. At the conclusion of each court proceedings the GAL shall explain the court's orders and their consequences.

Maricopa County Contract for Attorney Services
Exhibit 1
Guidelines

4. ON – GOING DUTIES OF GAL

A. Personal contact

The GAL shall have personal contact with the child prior to every Report and Review Hearing (with or without appearances) Permanency Planning Hearing and every delinquency hearing, except, when the child is in an out of county /state placement or for good cause shown, as determined by the court.

B. Duty to Investigate and Actively Litigate

The GAL shall gather and review all pleadings and other relevant records and reports and shall interview all relevant persons to ascertain the facts and circumstances of the child's unique situation.

1. The GAL should seek cooperative solutions and attempt to reduce case delays to ensure that the court recognizes the need to promote speedy permanency for the child.
2. The GAL should investigate the case at every stage of the proceedings, participate in discovery, file appropriate pleadings and develop a theory and strategy of the case to implement at hearings, including factual and legal issues. This includes identifying appropriate resources for the child, as well as subpoenaing and cross-examining witnesses.
4. The Gal shall ensure that the court enters clear and specific orders for the evaluation, assessment, placement and treatment of the child and parents.
5. The GAL shall monitor the implementation of the court's orders and communicate any non-compliance to the appropriate agency or the court. The GAL shall also monitor the implementation of service plans to determine whether services are timely provided and whether they are accomplishing the desired goal.
5. The GAL shall attend and actively participate in all proceedings, unless the court has waived the GAL's appearance. The GAL shall attend or provide input at case staffing and FCRB review conferences.
6. If the child has not been appointed a separate attorney and the GAL determines that appointment of a separate attorney is necessary, the GAL shall, without disclosing the reasons therefore, move the court for appointment of counsel for the child.
7. The GAL may use qualified support staff to perform the contacts noted herein. Support staff performing these contacts must adhere to the standards noted herein. The GAL must provide to the court a written summary of such contact.

EXHIBIT 2 VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.